

UPDATE INVESTIGATOR/SY TIME
Supplement to ARIS On-Line Manual
Chapter 15A

- ▶ Update all D projects and siblings (R,T,S,G or C) whenever there is a change in investigator(s) and/or SY time assigned to a project.
- ▶ **For instance:** after submission of your final ARMP; project replacement; hire/retirement of SYs, etc.
- ▶ In addition, each year in September or October, SY time should be reviewed and modified to match Management Unit ARMP.

Note: ARS scientists cannot have time on siblings -- only D projects.

There are three parts to this process:

1. Select and print active projects from ARIS.
2. Verify investigators and SY time.
3. If changes are needed, create a work record from the Active files and make the necessary modifications in the Work File.

GUIDELINES:

- ▶ Investigator Name on D type projects:
 - ONLY list Category 1 and 4 SYs and their associated time; no Category 2 (Research Associate/Post-doc).
 - ONLY the word VACANT is acceptable for a non-encumbered position.
 - DO NOT use TBD, Vacancy, (Vacancy), vice xxxxx.
 - VACANT can be used as the first or any other investigator name.
 - DELETE any that are listed in error.
- ▶ SY-Time:
 - SY time per scientist can be no greater than 1.00 (total on all D projects).
 - If you add/modify the scientist Investigator or SY time on a project, modify any other project on which the scientist has Investigator or SY time so the SY time remains at 1.00 total for the scientist.
- ▶ ARMP Package:
 - Investigator or SY times should match the ARMP and can be as low as 0.05.
- ▶ 0500 Projects:
 - Generally, SY time is not shown on 0500 projects since the scientist's salary is being paid from the D project, but the name is shown with 0.0 Investigator or SY time. However, in some cases, SY time can be shown on the 0500, but must be reduced on other projects, so that the total does not exceed 1.00.
- ▶ SY-Time and Investigator Name on R, T, S, G or C sibling projects:
 - SY time of Category 1 and 4 scientists MUST BE 0.00.
(They are already accounted for 1.00 time on D project(s)). All other names (University PI on S, G) MUST BE 0.00 time.

Verify Investigators & SY Time with CRAS from Approved Current FY ARMP

- ▶ The CRAS (CRIS Resource Allocation Schedule) is the portion of the ARMP package that details each project within the Management Unit and lists scientific personnel and their time (FTE) assigned to a project(s).
- ▶ Once the final ARMP has been submitted, verify that the data in the ARMP matches the 416 record in ARIS.
- ▶ Use upper section only of CRAS since these are the SYs (scientific professionals -- Category 1 and 4 scientists).
- ▶ DO NOT include Research Associates (Category 2) in the investigators and SY total.
- ▶ For sibling projects (R,T,S,G or C), a separate CRAS should be attached to the ARMP.
- ▶ The scientist will be listed, but no time (FTE) will be assigned, and no SY time should be listed on sibling projects in ARIS.

If either Investigator or SY time fields on the 416 do not match the CRAS, update the project in ARIS.

Helpful Hints:

To add VACANT SY positions on the 416, search for Vacant.

If you have an SY who was recently hired as a Category 1 or 4 scientist, the individual's name may not show up in the 416/417 Personnel File when you want to add them as an ARS Investigator(s) on the 416. You may have to wait 4-6 weeks from an individual's EOD date to allow sufficient time for the action to be reflected in the database.